

STATE OF NEW JERSEY



COUNTY FIRE ACADEMY

C490000-001

Records Retention and Disposition Schedule				Agency: C490000		Schedule: 001		Page #:1 of 5		
Department:		COUNTY FIRE ACADEMY			Agency Representative:		HARRY MANSMANN			
Division:					Title:		SUPERVISING ADMINSTRATIVE ANALYST			
Bureau:					Phone #:					
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.										
Agency Representative Signature:			Date:		Secretary, State Records Committee Signature:			Date:		
			12/15/1998					1/21/1999		
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Application to the Fire Academy										
0001-0001	Application to the Fire Academy (Successful)						6 Years After graduation		Destroy	
0001-0002	Application to the Fire Academy (Unsuccessful)						3 Years		Destroy	
0002-0000	Attendance Record for Recruits --- Daily record of attendance kept for each training class.						6 Years After graduation		Destroy	
0003-0000	Basic Training Record Card --- Contains score results of all areas of training. *Recommend microfilming.		X				75 Years		Destroy	
0004-0000	Commencement Exercises (Original) --- Contains graduation program for the fire academy basic training class.						Permanent		Retain at Agency	
0005-0000	Composite Recruit Disposition Report --- Used to provide explanation why recruit was not present in class.						3 Years After graduation		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0006-0000	Drug Screening Package --- Contains: drug screening procedure letter, trainee consent form, and drug screening information form.		X				6 Years After graduation or termination		Destroy	
0007-0000	Examination Answer Sheet --- Used for computer scoring of examinations.						3 Years After graduation		Destroy	
Fire Information Report System (FIRS)										
0008-0001	FIRS - Individual Reports (Copy) --- Includes: Civilian Casualty Report, Fire Fatalities Report, and Fire Incident Report. Used for statistical reporting only. Information regarding each incident is entered onto a database and compiled into a statewide master report.						6 Months After input and verification		Destroy	
0008-0002	FIRS - Individual Reports (Disk/Tape) --- Includes: Civilian Casualty Report, Fire Fatalities Report, and Fire Incident Report. Used for statistical reporting only. Information regarding each incident is entered onto a database and compiled into a statewide master report.						10 Years		Erase	
0008-0003	FIRS - Statewide Master Report (Copy) --- Includes: Civilian Casualty Report, Fire Fatalities Report, and Fire Incident Report. Used for statistical reporting only. Information regarding each incident is entered onto a database and compiled into a statewide master report. Original maintained by Fire Safety, Department of Community Affairs.						10 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0009-0000	Fire Official/Fire Inspector Certification File --- Consists of an application for certification to become a Fire Official/Fire Inspector. File contains: application form for initial certification, recertification forms, copies of certificates, licenses and college transcripts, and other supporting documentation.						3 Years After failure to re-certify		Destroy	
0010-0000	Fire Safety Registration Application --- The Uniform Fire Safety Act (NJSA 52.27D-192 et. seq.) requires the filing of a Life Hazard Use Certificate of Registration form. Application lists: owner information, business information, building owner, miscellaneous information and seasonal information. Also includes: annual life hazard use registration fee receipt, and one time life hazard use certificate of registration.						3 Years After failure to renew; provided all violations have been corrected		Destroy	
0011-0000	Injury/Illness Report --- *Recommend microfilming 3 years after graduation.			X			45 Years		Destroy	
0012-0000	Inspection Report Files --- Files include: annual inspection report; Fire Code Violations (BFS/IN-101-9); Notice of Violations and Order to Correct (BFS/IN-100); Violations (BFS/IN-101-9); correspondence; and other related documents.						10 Years After compliance with recommendations		Destroy	
0013-0000	Instructor's Sign-In Record --- Used for accountability purposes.						6 Years		Destroy	
0014-0001	Medical Entrance Exam Package - County Fire Academy (Successful) --- Contains requirements that must be met prior to entry into the fire academy basic training class.						6 Years After graduation		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0014-0002	Medical Entrance Exam Package - County Fire Academy (Unsuccessful) --- Contains requirements that must be met prior to entry into the fire academy basic training class.						3 Years		Destroy	
Medical Screening Package - New Jersey Fire Training Commission										
0015-0001	Medical Screening Package - New Jersey Fire Training Commission (Successful) --- Medical package is given to applicant to obtain medical clearance prior to participation in the basic course for firemen/firewomen. Package contains: letter to trainee, letter to physician, health history statement, and medical certification form.						6 Years After graduation		Destroy	
0015-0002	Medical Screening Package - New Jersey Fire Training Commission (Unsuccessful) --- Medical package is given to applicant to obtain medical clearance prior to participation in the basic course for firemen/firewomen. Package contains: letter to trainee, letter to physician, health history statement, and medical certification form.						3 Years		Destroy	
0016-0000	Recruit Schedule (Original) --- Fire academy course syllabus.						3 Years After update		Destroy	
0017-0000	Registration Form – Non-Credit and Summer Session (Copy) --- Used to enroll recruits in academy courses that have full time equivalency value. Original maintained at the county college.						6 Years		Destroy	
0018-0000	Rules and Regulation (Original) --- Contains the rules and regulations that govern the fire academy. *Recommend microfilming.		X				Permanent		Retain at Agency	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0019-0000	Student Demerit Summary --- Lists the accumulation of demerits on a week by week basis for each recruit.						1 Years		Destroy	